



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: October 25, 2017

Place: Columbia County Administration Building
112 E. Edgewater Street
Portage, WI 53901

Board Members:

Present: Dave Repinski, Joy Casperson, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Muriel Harper, John Wenum, Dave Singer, David Moore, Renee Greenland, and John Earl

Absent: Donna Maly, Stacy Ewert, and Charlie Krupa

Unexcused Absence: None

Staff Present: Kari Labansky, Lisa Williams, and Wendy Schneider

Guests Present: None

Opening

1. John Earl called the meeting to order. Roll call was taken with 12 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Repinski to adopt the October 25, 2017 meeting agenda. Seconded by Renee Greenland. Passed unanimously.
MOTION CARRIED.

John welcomed staff including Kari Labansky, Lisa Williams, and Wendy Schneider.

Motion was made by Bob McClyman to adopt the August 23, 2017 meeting minutes. Seconded by John Wenum. Passed unanimously.
MOTION CARRIED.

2. **President's Comments**

John mentioned the wonderful Columbia County administration building and that we may consider having a meeting at each of our county buildings in the future. The Columbia County Board Chair, Vern Gove, may join us later. The John Wenum Family Apartments is progressing well. John recognized Joy Casperson, Dale Casperson, Gina Gray, Ed Czerkas, and Michael Hedrington for the great work they do on building maintenance. Many donations were received in August from staff and

board members for the Beaver Dam Homeless Shelters; perhaps we can do that again soon.

3. Executive Director's Report

Fred expressed gratitude to Dave Singer and John Earl for being check signers for the agency; they alternate weeks and sign around 600 Section 8 checks at the end of each month. He presented to the Columbia County Budget Committee in September and discussion came up with the County Board Chair about us holding a board meeting at their new Administration building. He expressed appreciation to the board and managers for their support of him and the agency. We had the Grand Opening of our CWCAC Dells office building on April 11, 2003; a re-dedication is being planned for next April. An update of the agency organizational charts was included in the board packets. We received an award from WHEDA of two more counties which adds 24 more Section 8 vouchers to our program. Fred and other Community Action Agency Representatives recently met with Congressman Paul Ryan. The National Exchange Bank recently awarded our agency an additional \$25,000 for crisis assistance. We are starting an Ebay program to raise money for the agency; everyone is encouraged to donate items.

Motion was made by Scott Beard to accept the Executive Director's Report of October 25, 2017. Seconded by Dave Singer. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari Labansky gave a report on the Statement of Revenues and Expenditures for each of our apartment and office buildings through September 30, 2017. We experience some apartment vacancies, and are required to follow State income guidelines for renting to tenants until the 20 year affordability period is over. Community Services Block Grant funding is used to help supplement the buildings. The Wisconsin Dells administration building is showing a profit of \$20,232.92; reserve fund at \$72,516; and balance owed is \$748,713. The 2018 Proposed Budget will be presented to the full board at the December meeting.

Motion was made by David Moore to accept the Budget & Finance Report of October 25, 2017. Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of September 15, 2017. Charlie Krupa called the meeting to order. Roll call was taken with seven members present. Motion passed by unanimous vote approving the agenda and minutes of the July 21, 2017 PBP Committee meeting minutes. Ed presented the Buildings Maintenance & Repairs Report with detailed information regarding each of our properties. Fred mentioned that he recently met with the Division of Housing regarding funding for the John Wenum Apartments project. The State will not release funds for our draws to pay vendors until a firm commitment is received from Federal Home Loan Bank which will not be received until December. The Grand Opening is tentatively scheduled for the end of October. Plans are underway to renovate the Beaver Dam Warehouse/Garage to accommodate our new Commodity Supplemental Food Program. Wendy updated committee members on Homeless Issues. Renee updated committee members on the Out-of-School Youth Program. Fred reported that we are waiting to hear from the Division of Housing and Federal Home Loan Bank regarding our Charlie Krupa School View Senior Village applications. We recently submitted a Section 8 Grant Application including three more counties to WHEDA; this is a competitive grant due every three years. The next meeting will be held on Friday, November 10, 2017.

Motion was made by Dave Repinski to accept the PBP Committee Report of September 15, 2017. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of September 15, 2017. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the August 11, 2017 EPF&A Committee meeting. No Personnel issues to report. No Finance Report. After review and discussion of the Agency Organizational Chart, committee members agreed by unanimous consensus that it should be revised for additional clarity and brought back to the EPF&A Committee. Legal action was taken by a Wyona Lake Apartments resident upon non-renewal of her lease. Fred is working with our insurance company and her attorney on the issue. Fred received a call from a potential benefactor who wanted to purchase a building in Mayville for our agency. Due to the poor condition, we were not interested in the building. We continue to monitor the funding level of the Community Services Block Grant, but don't expect any significant changes at this time. National Exchange Bank has awarded our agency an additional \$25,000 for crisis assistance in Adams, Columbia, and Dodge counties. Fred provided an update on Annual County Contribution Requests which are sent out in July. The agency has purchased a treadmill from Fit & Fab; a Staff Health Initiative will be implemented. Donna Maly updated committee members on the Blue Zone Project in Dodge County. Fred mentioned that he recently met with the

Division of Housing regarding funding for the John Wenum Apartments project. The State will not release funds for our draws to pay vendors until a firm commitment is received from Federal Home Loan Bank which will not be received until December. With completion of the building scheduled for the end of October, we are considering temporary loans from the Bank of Mauston to get us through and also contacting our State Legislators for help. John Earl declared the meeting adjourned. The next meeting will be held on Friday, October 13, 2017.

John Earl asked board members to review the EPF&A Committee report of October 13, 2017. John Earl called the meeting to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of the September 15, 2017 EPF&A Committee meeting. We are reviewing the part-time staff position at the Beaver Dam office. Kari presented the Finance Report. Motion passed by unanimous vote approving the Finance Report with thanks to Kari. Committee members reviewed the resolution which reads, "**WHEREAS:** Kenwood Apartments severely needs a new roof; and **WHEREAS:** HUD has authorized using only \$15,000 of our \$23,000 replacement reserve; and **WHEREAS:** Roof replacement best bid is \$32,000; **Now there for let it be resolved:** Kenwood Properties, Inc. needs to borrow \$17,000 and the President of the Board is authorized and seeks borrowing \$17,000 for completion of the roof replacement and the President of Kenwood Properties, Inc. is authorized to borrow \$17,000 from Central Wisconsin Community Action Council, Inc. at the lowest possible interest rate; and further **Resolve**, that authority be vested in the President to sign all necessary and required documents for the borrowing transaction." After discussion, motion passed by unanimous vote approving the resolution for full board approval with the revision of adding "...President **of the Kenwood Board** to sign...". Plans are underway to renovate the Beaver Dam Warehouse/Garage to accommodate our new Commodity Supplemental Food Program. Motion passed by unanimous vote approving the \$10,500 expenditure for renovation of the Beaver Dam Warehouse/Garage. Fred updated the committee on pending legal action by a Wyona Lake Apartments resident regarding non-renewal of her lease. Committee members reviewed the Agency Strategic Plan. The John Wenum Family Apartments is nearly complete with the Grand Opening planned for Friday, November 10th. The State has denied our HOME application for the Charlie Krupa School View Senior Village. Fred has sent a draft letter of appeal to the Section Chief with no word received as of today. Motion passed by unanimous vote approving that the letter of appeal be sent with copies to our State Representatives and the Secretary of Administration. Dave Singer volunteered to chair an Ad Hoc Committee for the Executive Director's Performance Evaluation and Compensation Review. Committee members reviewed and approved the updated Agency Organizational Charts and asked that the final copy be sent to the full board. The October Board Meeting will be held at the new Columbia County Administration Building in Portage. New CSBG standards require a way for us to collect and report data; therefore we have signed a contract

with CAP60 for a data management system. Motion passed by unanimous vote approving the expenditure for CAP60 in the amounts of \$3,000 for training and \$5,400 annually. Fred and other Community Action Agency representatives attended a meeting on Monday, October 9th with Congressman Paul Ryan. John Earl declared the meeting adjourned. The next meeting will be held on Friday, November 10, 2017.

John Earl requested volunteers to serve on the Ad Hoc Committee for the 2017 Executive Director Performance Evaluation & Compensation. Volunteers include Dave Singer, Charlie Krupa, Muriel Harper, Donna Maly, and John Earl.

Motion was made by John Wenum to accept the EPF&A Committee Reports of September 15, 2017 and October 13, 2017. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

6. Program Reports
 - a. Weatherization
 - b. Homeless
 - c. Hunger Reduction

Although Chris Utley was unable to attend the meeting, he reported that they are currently working overtime to reach expenditure and unit goals. The State has added \$116,000 to their contract. Some challenges include a delay in receiving Energy Assistance applications and getting completed energy audits; changes are being made that will help us reach our spending goals. We look forward to working with our new State Quality Assurance Monitor, Mr. Phil Crow. Total clients served were 305; To date 217 freezers/refrigerators, 75 furnaces, and 137 water heaters were installed.

Wendy presented the Homeless Unit Report. Transitional Housing ended in July and was replaced with Rapid Rehousing which has different criteria and is a 12 month program; the idea with this program is to get clients into housing quickly and then begin working on their skills. Renewal Unlimited applied for a grant through Emergency Transitional Housing for a Landlord Liaison to assist clients in finding housing; we are waiting for approval from the State. Jacob Johnson and Wendy just attended the After Five Business Meeting where United Way presented us with \$2,000 for those at risk of being homeless. We received some extra funding from Juneau County FEMA; Sauk County will be funding us again; and we are working on spending down the National Exchange Bank Crisis Funding. Our Case Managers are all doing a wonderful job.

Lisa Williams presented the Hunger Reduction Unit Report. WHEDA recently awarded us all counties we currently serve plus two new counties; they are currently in a budget shortfall situation so are waiting for the 2018 HUD budget where money will be appropriated again. USDA

food is coming in; a direct shipment of 300 cases of eggs is coming to the Dells Food Pantry in November with each food pantry coming to pick up. An additional \$7,500 was added to our TEFAP contract due to J1 students coming in. The Holiday Train will be coming on Monday, December 4th. Senior Stock Boxes will be coming in soon; distribution details are being worked on. We currently have 563 Section 8 vouchers, four voucher holders that have ported in, and 52 Veterans VASH vouchers.

Motion was made by Dave Repinski to accept the Weatherization, Homeless, and Hunger Reduction reports of October 25, 2017. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED.

7. Unfinished Business

Motion was made by David Moore to approve the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves submission of the 2018 Community Services Block Grant Application recognizing CSBG dollars as base and core sources of funding with continued use of those funds to develop and strengthen programs that assist local communities in their pursuits to combat and reduce poverty." Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

Motion was made by Muriel Harper to approve the Borrowing Resolution which reads, "*WHEREAS*: Kenwood Apartments severely needs a new roof; and *WHEREAS*: HUD has authorized using only \$15,000 of our \$23,000 replacement reserve; and *WHEREAS*: Roof replacement best bid is \$32,000; Now there for let it be resolved: Kenwood Properties, Inc. needs to borrow \$17,000 and the President of the Board is authorized and seeks borrowing \$17,000 for completion of the roof replacement and the President of Kenwood Properties, Inc. is authorized to borrow \$17,000 from Central Wisconsin Community Action Council, Inc. at the lowest possible interest rate; and further *Resolve*, that authority be vested in the President of the Kenwood Board to sign all necessary and required documents for the borrowing transaction." Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

8. New Business

John Earl pointed out additional items in the board packets including updated agency organizational charts, information on the Stockboxes for Seniors Program, and information on the Senior Community Service Employment Program - SER SCSEP.

Bob McClyman presented information regarding construction of the new Columbia County Administration building.

9. Next Meeting

Wednesday, December 13, 2017 @ 10:00 a.m. at the Wisconsin
Dells office

10. Adjourn

Motion was made by David Moore to adjourn. Seconded by
Bob McClyman. Passed unanimously. MOTION CARRIED.

Signed by:



Fred Hebert, Executive Director

October 26, 2017

Date